STARS USER MANUAL... 1

INTERAGENCY BILLING - SOLVING COMMON PROBLEMS................. 1

STARS USER MANUAL

INTERAGENCY BILLING - SOLVING COMMON PROBLEMS

BILLING AGENCY SOLUTIONS

Below are scenarios when the billing agency may need to correct a interagency billing that has processed.

- Scenario 1 - You need to reduce the original amount.
- Scenario 2 – You need to correct the original amount.
- Scenario 3 - You should not have created the interagency billing.
- Scenario 4 - You entered the wrong information on the billing.

Since STARS cannot use the same Current Document Number already on the Document File from a TC 130 that has processed, the billing agency must to use a TC 131 to adjust the interagency billing. The TC 131R posts to the Adjustment field on the Document File.

Below are scenarios when the billing agency may need to process a TC 170/170R to move a payment between invoices.

- Scenario 5 - The paying agency paid multiple invoices using one invoice number.
- Scenario 6 - You posted a TC 170 payment (received as a warrant) to the wrong invoice number.
- Scenario 7 - You need to clean up outstanding receivables at year-end.

In these scenarios you will have to make the appropriate adjustments to clear your receivables. A common use for this transaction is when the paying agency pays two invoices using one invoice number. You can process a TC 170R for the overpayment using the exact information of the original TC 170 using the amount overpaid. You will then have to do an offsetting TC 170 to post the overpayment amount to the correct invoice.

YOU NEED TO REDUCE THE ORIGINAL AMOUNT

Assume that Agency 200 creates an interagency bill with Document Number 00110009-01 for Agency 230 to pay for $40.50 of supplies. The TC 130 posts to the ORIGINAL AMOUNT field.

Document File of the original TC 130 interagency billing of $40.50 by billing agency

```
VERSION 3.1              STARS--DOCUMENT FILE RECORD INQUIRY
S064


AGENCY: 200 DOC NO: 00110009 01   BFY: 00


CM: X PM:   CP:   PP:   PY:          CUM: X ACTV:


INDEX: 4432 DEPT: 200 DIV: 04 BUR: 40 SEC: 50   UNIT:    GL ACCT: 1502
EXP SUBOBJECT/DET:        REV SUBOBJECT/DET: 1735   SUBSID: 2300201
FUNC: 04 ACT:   PROG:    ELEM:    PCA-1:      PCA: 40000 PCA TYPE: 1
PROJ:         GRANT:        LOC:      FAC:      TASK:    SEC AGCY:
230
BUDGET UNIT: ADAD ENACT YR: 00 FUND/DTL: 0450 37 MULTIPURPOSE:
VENDOR:            VENDOR NAME:
INDICATORS: 1 2 1 1 0 0    1 E      0 1 1 1
DOC DATE: 110199 CREATE DATE: 110299 CLOSE DATE:       DUE DATE:


ORIGINAL AMOUNT                40.50  ADJUSTMENTS              0.00
LIQUIDATIONS                   0.00  COLLECTNS/PYMENTS         0.00
INTEREST/DISCOUNTS             0.00  RETENTIONS               0.00

                    BALANCE        40.50
```

Agency 230 (the paying agency) then requests the billing be adjusted by the $5.00 for unusable supplies. Agency 200 creates a TC 131 adjustment for the $5.00. TC 131 looks up the information on the Document File using the Reference Document Number (**REF-DOC/SFX**). In the example below, the data elements that need to be updated are indicated in bold.

```
VERSION 3.1          STARS--GENERAL PURPOSE TRANSACTION ENTRY
S501
BATCH: AGY 200 DATE 11021999 TYPE 5 NO 142 MODE MASTER EDIT ONLY  SEQ-NO
00001

CUR-DOC/SFX: AJ110009 01   TRANS-CODE: 131      RVS: R   DISB-METH:
REF-DOC/SFX: 00110009 01        MOD:        BFY: 00   GAAP IND:
INDEX    :                    SEC AGENCY:
PCA      :                    SUBSID:      PCN:
EXP-SUB-OBJ/DET:
REV-SUBOBJ/DET:
AMOUNT   : 5.00          WARR-NO:         BU:        GLA:
DOC TOTAL:               PROP#:       CMP#:       CI:
INV-NO :        INV-DESC :
VEND-NO:           NAME  :
                  NAME 2:
                  ADDR  :
                  CITY  :            STATE:    ZIP:
GRANT/PH:        PROJ/PH:        FUND/DET:       F/O:
   MPC:          LOC:           FAC:        TSK:
DOC-DATE:    EFF-DATE: 110299 DUE-DATE:      INTERRUPT:
```

Agency 200 creates an interagency billing adjustment using any Current Document Number (**CUR-DOC/SFX**). The Reference Document Number (**REF-DOC/SFX**) should match the original Document number 00110009-01 for Agency 230 to reduce the billing by $5.00 for a new amount of $35.50.

Agency 200 must enter the Document Number of the document being adjusted in the **REF-DOC/SFX** field and the amount being adjusted in the **AMOUNT** field.

Once Agency 200 (billing agency) processes the TC 131R on document 00110009-01, the Document File shows the credit adjustment in the **ADJUSTMENTS** field and the adjusted balance in the **BALANCE**.

Document File after $5.00 TC 131R adjustment

```
VERSION 3.1              STARS--DOCUMENT FILE RECORD INQUIRY
S064


AGENCY: 200 DOC NO: 00110009 01    BFY: 00


CM: X PM:   CP:   PP:   PY:          CUM: X ACTV:


INDEX: 4432 DEPT: 200 DIV: 04 BUR: 40 SEC: 50   UNIT:    GL ACCT: 1502
EXP SUBOBJECT/DET:       REV SUBOBJECT/DET: 1735   SUBSID: 2300201
FUNC: 04 ACT:    PROG:    ELEM:    PCA-1:      PCA: 40000 PCA TYPE: 1
PROJ:        GRANT:        LOC:      FAC:      TASK:    SEC AGCY:
230
BUDGET UNIT: ADAD ENACT YR: 00 FUND/DTL: 0450 37 MULTIPURPOSE:
VENDOR:             VENDOR NAME:
INDICATORS: 1 2 1 1 0 0    1 E      0 1 1 1
DOC DATE: 110199 CREATE DATE: 110299 CLOSE DATE:      DUE DATE:


ORIGINAL AMOUNT            40.50  ADJUSTMENTS              5.00-
LIQUIDATIONS               0.00  COLLECTNS/PYMENTS          0.00
INTEREST/DISCOUNTS         0.00  RETENTIONS                0.00

                BALANCE        35.50
```

Scenario #2

YOU NEED TO INCREASE THE ORIGINAL AMOUNT

The steps are the same as Scenario #1 except that you to leave the reversal (**RVS**) field blank. The amount entered for the TC 131 would be the amount you wish to increase the billing.

Scenario #3

YOU DID NOT INTEND TO CREATE AN INTERAGENCY BILLING

The scenario would be the same as Scenario #1 including the "R" in the RVS (reversal) field. The amount entered for the TC 131 would be the amount of the original billing so the balance of the Document File shows as 0.00.

<u>**Scenario #4**</u>

YOU ENTER THE WRONG INFORMATION ON A BILLING

If you enter wrong information on a billing other than the amount, you will need to close out the incorrect billing and create a new one. You will not be able to use the same number for the new document, so you will have to notify the paying agency about the new document number to use for their invoice number. Process the incorrect billing as in Scenario #3.

<u>**Scenario #5**</u>

THE PAYING AGENCY PAID MULTIPLE INVOICES USING ONE INVOICE NUMBER

The following is an example of the Document File where the paying agency paid multiple invoices using one invoice number. In these examples Agency 230 paid the July $630.08 and the August $380.30 interagency billing invoices together using only the July invoice/document (CSC00314-01). Both documents are Due Froms (1502) and are for the same agency.

```
VERSION 3.1              STARS--DOCUMENT FILE RECORD INQUIRY
S064

AGENCY: 140 DOC NO: CSC00314 01    BFY: 00

CM: X PM:   CP:   PP:   PY:         CUM: X ACTV:

INDEX: 4501 DEPT: 140 DIV: 40 BUR: 45 SEC:     UNIT:    GL ACCT: 1502
EXP SUBOBJECT/DET:        REV SUBOBJECT/DET: 1545    SUBSID: 2300201
FUNC: 40 ACT:    PROG:     ELEM:    PCA-1:      PCA: 02040 PCA TYPE: 1
PROJ:          GRANT:          LOC:      FAC:      TASK:    SEC AGCY:
230
BUDGET UNIT: SCDA ENACT YR: 00 FUND/DTL: 0480    MULTIPURPOSE:
VENDOR:           VENDOR NAME:
INDICATORS: 1 1 1 1 0 0     1 D
DOC DATE: 070199 CREATE DATE: 070799 CLOSE DATE:       DUE DATE:

ORIGINAL AMOUNT             630.08  ADJUSTMENTS                0.00
LIQUIDATIONS             1,010.38- COLLECTNS/PYMENTS      1,010.38
INTEREST/DISCOUNTS          0.00  RETENTIONS                0.00
                   BALANCE           380.30-
```

Notice the amount overpaid matches the amount of an outstanding receivable.

```
VERSION 3.1              STARS--DOCUMENT FILE RECORD INQUIRY
S064

AGENCY: 140 DOC NO: CSC00416 01    BFY: 00

CM: X PM:   CP:   PP:   PY:          CUM: X ACTV:

INDEX: 4501 DEPT: 140 DIV: 40 BUR: 45 SEC:     UNIT:    GL ACCT: 1502
EXP SUBOBJECT/DET:        REV SUBOBJECT/DET: 1545   SUBSID: 2300201
FUNC: 40 ACT:   PROG:     ELEM:    PCA-1:      PCA: 02040 PCA TYPE: 1
PROJ:        GRANT:         LOC:      FAC:     TASK:    SEC AGCY:
230
BUDGET UNIT: SCDA ENACT YR: 00 FUND/DTL: 0480   MULTIPURPOSE:
VENDOR:            VENDOR NAME:
INDICATORS: 1 1 1 1 0 0    1 D
DOC DATE: 080299 CREATE DATE: 080399 CLOSE DATE:      DUE DATE:

ORIGINAL AMOUNT              380.30  ADJUSTMENTS                0.00
LIQUIDATIONS                   0.00  COLLECTNS/PYMENTS          0.00
INTEREST/DISCOUNTS             0.00  RETENTIONS                 0.00

                    BALANCE           380.30
```

If you have an overpayment and a corresponding receivable Due From for the same G/L (1502) and the same paying agency, the paying agency uses a TC 240/240R reversal. You can correct your receivables yourself by using a TC 170R for the overpayment and a TC 170 to post to the matching receivable Due From.

To clear the $380.30 overpayment, use a TC 170R with the same information as the original TC 170 payment, but with the $380.30 amount. Then use an offsetting TC 170 with the same information, but with the correct Document number entered in the **REF-DOC/SFX** field. The system will look up the other TC 170 required information as long as you have the correct number in the **REF-DOC/SFX** field.

Billing Agency reverses $380.30 overpayment with a TC 170R

```
VERSION 3.1         STARS--GENERAL PURPOSE TRANSACTION ENTRY
S501
BATCH: AGY 140 DATE 11021999 TYPE 5 NO 100 MODE MASTER EDIT ONLY  SEQ-NO
00005

CUR-DOC/SFX: ADJARPMT 01 TRANS-CODE: 170       RVS: R    DISB-METH:
REF-DOC/SFX: CSC00314 01       MOD:          BFY: 00   GAAP IND:
INDEX    :                        SEC AGENCY:
PCA      :                        SUBSID:       PCN:
EXP-SUB-OBJ/DET:
REV-SUBOBJ/DET:
AMOUNT   : 380.30            WARR-NO:          BU:        GLA:
DOC TOTAL:                   PROP#:           CMP#:        CI:
INV-NO :           INV-DESC :
VEND-NO:           NAME  :
                   NAME 2:
                   ADDR  :
                   CITY  :              STATE:   ZIP:
GRANT/PH:        PROJ/PH:       FUND/DET:        F/O:
   MPC:          LOC:           FAC:           TSK:
DOC-DATE:      EFF-DATE: 110499 DUE-DATE:         INTERRUPT:
```

Billing Agency posts $380.30 to the correct document number with a TC 170

```
VERSION 3.1          STARS--GENERAL PURPOSE TRANSACTION ENTRY
S501
BATCH: AGY 140 DATE 11021999 TYPE 5 NO 100 MODE MASTER EDIT ONLY  SEQ-NO
00006

CUR-DOC/SFX: ADJARPMT 02 TRANS-CODE: 170        RVS:     DISB-METH:
REF-DOC/SFX: CSC00416 01        MOD:            BFY: 00   GAAP IND:
INDEX     :                          SEC AGENCY:
PCA       :                          SUBSID:        PCN:
EXP-SUB-OBJ/DET:
REV-SUBOBJ/DET:
AMOUNT    : 380.30              WARR-NO:           BU:       GLA:
DOC TOTAL: 0000000380.30        PROP#:         CMP#:        CI:
INV-NO :              INV-DESC :
VEND-NO:              NAME  :
                     NAME 2:
                     ADDR  :
                     CITY  :             STATE:    ZIP:
GRANT/PH:            PROJ/PH:        FUND/DET:          F/O:
   MPC:             LOC:             FAC:             TSK:
DOC-DATE:       EFF-DATE: 110499 DUE-DATE:       INTERRUPT:


ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST
```

The $380.30 TC 170R payment clears the *overpaid* document and the $380.30 TC 170 payment clears the *unpaid* document. There is no credit balance after you process the reversal with a TC 170R ($1,010.38 - $380.30 = $630.08)

Document CSC00314-01 clears to a zero balance after TC 170R posts

```
VERSION 3.1            STARS--DOCUMENT FILE RECORD INQUIRY
S064

AGENCY: 140 DOC NO: CSC00314 01   BFY: 00

CM: X PM:   CP:   PP:   PY:        CUM: X ACTV:

INDEX: 4501 DEPT: 140 DIV: 40 BUR: 45 SEC:    UNIT:   GL ACCT: 1502
EXP SUBOBJECT/DET:       REV SUBOBJECT/DET: 1545    SUBSID: 2300201
FUNC: 40 ACT:   PROG:   ELEM:   PCA-1:    PCA: 02040 PCA TYPE: 1
PROJ:        GRANT:       LOC:     FAC:     TASK:    SEC AGCY:
230
BUDGET UNIT: SCDA ENACT YR: 00 FUND/DTL: 0480   MULTIPURPOSE:
VENDOR:            VENDOR NAME:
INDICATORS: 1 1 1 1 0 0    1 D
DOC DATE: 070199 CREATE DATE: 070799 CLOSE DATE:      DUE DATE:

ORIGINAL AMOUNT          630.08  ADJUSTMENTS             0.00
LIQUIDATIONS             630.08- COLLECTNS/PYMENTS      630.08
INTEREST/DISCOUNTS         0.00  RETENTIONS              0.00

                  BALANCE         0.00
```

There is no Due From balance after you process the $380.30 payment with a TC 170

Document CSC00416-01 clears to a zero balance after TC 170 posts

```
VERSION 3.1            STARS--DOCUMENT FILE RECORD INQUIRY
S064

AGENCY: 140 DOC NO: CSC00416 01   BFY: 00

CM: X PM:   CP:   PP:   PY:          CUM: X ACTV:

INDEX: 4501 DEPT: 140 DIV: 40 BUR: 45 SEC:     UNIT:   GL ACCT: 1502
EXP SUBOBJECT/DET:        REV SUBOBJECT/DET: 1545    SUBSID: 2300201
FUNC: 40 ACT:   PROG:     ELEM:    PCA-1:     PCA: 02040 PCA TYPE: 1
PROJ:          GRANT:        LOC:      FAC:      TASK:    SEC AGCY:
230
BUDGET UNIT: SCDA ENACT YR: 00 FUND/DTL: 0480   MULTIPURPOSE:
VENDOR:              VENDOR NAME:
INDICATORS: 1 1 1 1 0 0     1 D
DOC DATE: 080299 CREATE DATE: 080399 CLOSE DATE:      DUE DATE:

ORIGINAL AMOUNT              380.30  ADJUSTMENTS              0.00
LIQUIDATIONS                380.30- COLLECTNS/PYMENTS       380.30
INTEREST/DISCOUNTS            0.00  RETENTIONS               0.00

                    BALANCE           0.00
```

Scenario #6

YOU POSTED A TC 170 PAYMENT (RECEIVED AS A WARRANT) TO THE WRONG INVOICE NUMBER

If you made a posting to the wrong invoice number, you need to use a TC 170R identical to the incorrect original transaction, including the amount. You must then use a TC 170, using the correct invoice number and with the same amount as the TC 170R.

Scenario #7

YOU NEED TO CLEAN UP OUTSTANDING RECEIVABLES AT YEAR-END

If you show an overpayment at year-end, follow the instructions in Scenario #5. If you show a posting to a wrong invoice number, follow the instructions in Scenario #6.

- The billing agency can monitor outstanding receivables (including overpayments) by reviewing the DAFR0139 Report.
- The paying agency can monitor outstanding payables (including overpayments) by reviewing the DAFR2410 Report.

PAYING AGENCY SOLUTIONS

Below are scenarios when the **paying agency** may need to process more than one TC 240 for a single invoice.

- Scenario #1 - You underpaid the interagency billing.
- Scenario #2 - You need to pay in installment or partial payments.
- Scenario #3 - You need to cleanup outstanding payables at year-end.

Use TC 240 whether you accidentally underpay the invoice, make installment payments, or need to clear an interagency payable. The paying agency makes these adjustments. A common use for this transaction occurs when the paying agency underpays an interagency bill. You can process a TC 240 for the underpayment using the exact information, other than the amount, processed on the original 240 transaction.

Below are scenarios when the **paying agency** may need to process a TC 240R for a single invoice number already used with a TC 240.

- Scenario #4 - You overpaid the interagency bill (the billing agency should not do a refund).
- Scenario #5 - You paid the wrong invoice number.
- Scenario #6 - You need to cleanup outstanding payables at year-end.

Whether you accidentally overpaid the invoice, paid using the wrong invoice number, or need to clear out an interagency payable use a TC 240R. The paying agency makes these adjustments. A common use for this transaction occurs when the paying agency overpays an interagency bill or made payment to the wrong invoice number. You can process a TC 240R for the overpayment using the exact information, other than the amount, processed on the original 240 transaction.

Scenario #1

YOU UNDERPAID THE INTERAGENCY BILLING

The following is an example of when Agency 200 (paying agency) accidentally underpaid an interagency bill to Agency 230 (billing agency). The invoice from the billing agency was $178.78, the paying agency paid $170.00 which resulted in an $8.78 outstanding balance on the billing agency's Document File.

Paying Agency pays $170.00 with a TC 240 for the original payment

```
VERSION 3.1          STARS--PRE-ENC/ENC/EXPEND TRANSACTION ENTRY
S505
BATCH: AGY 200 DATE 08181999 TYPE 4 NO 200 MODE MASTER EDIT ONLY  SEQ-NO
00002

CUR-DOC/SFX: PAYIAB99 02 TRANS-CODE: 240          RVS:     DISB-METH:
REF-DOC/SFX:                  MOD:          BFY: 00   GAAP IND:
INDEX     : 1204 ISIF - ADMIN           SEC AGENCY: 230
PCA       : 10000                       SUBSID: 2300000 PCN:
EXP-SUB-OBJ/DET: 5199   OTHER PROFESSIONAL SVCS
REV-SUB-OBJ/DET:
AMOUNT    : 0000000170.00        WARR-NO:           BU: ADAA
DOC TOTAL: 0000000000.00        PROP#:        CMP#:        CI:
INV-NO : IABJUL9902     INV-DESC :
VEND-NO: 826000952 97        NAME  : DEPARTMENT OF CORRECTION-STATE OF IDAHO
                             NAME 2:
                             ADDR  : STATEHOUSE MAIL
                             CITY  : BOISE        STATE: ID ZIP: 83720
GRANT/PH:          PROJ/PH:          FUND/DET: 0519      F/O:
     MPC:
DOC-DATE:       EFF-DATE: 081899 DUE-DATE:          INTERRUPT:


ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST
 PF9=BATCH BALANCING
```

The STARS-generated TC 170 payment would be on the Billing Agency's document on the Document File. The Billing Agency set up the original billing for $178.78 on Document number IABJUL99-02 and an outstanding balance would be shown after a $170.00 payment.

Billing agency's Document File after $170.00 posting

```
VERSION 3.1             STARS--DOCUMENT FILE RECORD INQUIRY
S064

 AGENCY: 230 DOC NO: IABJUL99 02   BFY: 00
CM: X PM:  CP:  PP:  PY:        CUM: X ACTV:

INDEX: 1000 DEPT: 230 DIV: 10 BUR:   SEC:    UNIT:   GL ACCT: 1502
EXP SUBOBJECT/DET:       REV SUBOBJECT/DET: 1555   SUBSID: 2000101
FUNC: 01 ACT: 10 PROG: 000 ELEM: 000 PCA-1:    PCA: 01101 PCA TYPE: 1
PROJ:        GRANT:        LOC:      FAC:     TASK:     SEC AGCY:
200
BUDGET UNIT: CCAA ENACT YR: 00 FUND/DTL: 0001   MULTIPURPOSE:
VENDOR:              VENDOR NAME:
INDICATORS: F 1 1 1 0 0    2 C
DOC DATE: 081599 CREATE DATE: 081599 CLOSE DATE:      DUE DATE:


ORIGINAL AMOUNT            178.78 ADJUSTMENTS            0.00
LIQUIDATIONS               170.00 COLLECTNS/PYMENTS       170.00
INTEREST/DISCOUNTS          0.00 RETENTIONS             0.00

             BALANCE          8.78
```

To clear the $8.78 outstanding balance, the paying agency would use another TC 240 with the same information as the original TC 240 payment, but with the amount of $8.78.

Paying Agency pays $8.78 balance with the TC 240 from the original payment

```
VERSION 3.1          STARS--PRE-ENC/ENC/EXPEND TRANSACTION ENTRY
S505
BATCH: AGY 200 DATE 08181999 TYPE 4 NO 200 MODE MASTER EDIT ONLY  SEQ-NO
00002

CUR-DOC/SFX: PAYIAB99 02 TRANS-CODE: 240         RVS:     DISB-METH:
REF-DOC/SFX:                 MOD:           BFY: 00   GAAP IND:
INDEX    : 1204 ISIF - ADMIN              SEC AGENCY: 230
PCA      : 10000                          SUBSID: 2300000 PCN:
EXP-SUB-OBJ/DET: 5199   OTHER PROFESSIONAL SVCS
REV-SUB-OBJ/DET:
AMOUNT   : 000000008.78     WARR-NO:              BU: ADAA
DOC TOTAL: 0000000000.00     PROP#:           CMP#:         CI:
INV-NO : IABJUL9902     INV-DESC :
VEND-NO: 826000952 97       NAME  : DEPARTMENT OF CORRECTION-STATE OF IDAHO
                            NAME 2:
                            ADDR  : STATEHOUSE MAIL
                            CITY  : BOISE        STATE: ID ZIP: 83720
GRANT/PH:        PROJ/PH:         FUND/DET: 0519      F/O:
    MPC:
DOC-DATE:     EFF-DATE: 081899 DUE-DATE:        INTERRUPT:


ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST
 PF9=BATCH BALANCING
```

The resulting STARS-generated $8.78 TC 170 payment is combined with the $170.00 and shown on the Billing Agency's document on the Document File.

Billing agency's Document File after $8.78 posting

```
VERSION 3.1            STARS--DOCUMENT FILE RECORD INQUIRY
S064

 AGENCY: 230 DOC NO: IABJUL99 02   BFY: 00

CM: X PM:  CP:  PP:  PY:        CUM: X ACTV:

INDEX: 1000 DEPT: 230 DIV: 10 BUR:    SEC:    UNIT:   GL ACCT: 1502
EXP SUBOBJECT/DET:       REV SUBOBJECT/DET: 1555   SUBSID: 2000101
FUNC: 01 ACT: 10 PROG: 000 ELEM: 000 PCA-1:    PCA: 01101 PCA TYPE: 1
PROJ:       GRANT:       LOC:      FAC:      TASK:     SEC AGCY:
200
BUDGET UNIT: CCAA ENACT YR: 00 FUND/DTL: 0001    MULTIPURPOSE:
VENDOR:           VENDOR NAME:
INDICATORS: F 1 1 1 0 0    2 C
DOC DATE: 081599 CREATE DATE: 081599 CLOSE DATE:       DUE DATE:


ORIGINAL AMOUNT           178.78  ADJUSTMENTS               0.00
LIQUIDATIONS             178.78  COLLECTNS/PYMENTS         178.78
INTEREST/DISCOUNTS         0.00  RETENTIONS                0.00

                 BALANCE        0.00

                 LAST PROCESS DATE: 081899    INTERRUPT:
```

<u>Scenario #2</u>

YOU NEED TO PAY INSTALLMENT OR PARTIAL PAYMENTS

You would do the same additional TC 240 as shown in Scenario #1 (correcting an underpayment of an interagency bill).

<u>Scenario #3</u>

YOU NEED TO CLEANUP OUTSTANDING PAYABLES AT YEAR-END

You would do the same additional TC 240 as shown in Scenario #1 (correcting an underpayment of an interagency bill).

NOTE: The billing agency can monitor outstanding receivables by reviewing the DAFR0319 Report. The paying agency can monitor outstanding payables by reviewing the DAFR2410 Report.

<u>Scenario #4</u>

YOU OVERPAID THE INTERAGENCY BILLING

The following is an example of the paying agency overpaying an interagency bill. The invoice from Agency 140 (billing agency) is $309.60, Agency 230 (paying agency) paid $409.60 resulting in a $100.00 overpayment. This shows as a credit balance on the billing agency's Document File.

Paying agency pays $409.60 with a TC 240 for the original payment instead of the $309.60 billed.

```
VERSION 3.1           STARS--GENERAL PURPOSE TRANSACTION ENTRY
S501
BATCH: AGY 230 DATE 11011999 TYPE 5 NO 051 MODE MASTER EDIT ONLY  SEQ-NO
00002


CUR-DOC/SFX: PAYIAB00 01 TRANS-CODE: 240          RVS:     DISB-METH:
REF-DOC/SFX:                MOD:           BFY: 00    GAAP IND:
INDEX    :                            SEC AGENCY: 140
PCA      : 03101                       SUBSID: 1400000 PCN:
EXP-SUB-OBJ/DET: 5241
REV-SUBOBJ/DET:
AMOUNT   : 409.60           WARR-NO:            BU:        GLA:
DOC TOTAL: 0000000000.00       PROP#:        CMP#:        CI:
INV-NO : CSC0071501    INV-DESC :
VEND-NO: 826000952 00     NAME  :
                          NAME 2:
                          ADDR  :
                          CITY  :           STATE:   ZIP:
GRANT/PH:             PROJ/PH:         FUND/DET:         F/O:
    MPC:             LOC:             FAC:          TSK:
DOC-DATE:      EFF-DATE: 110499 DUE-DATE:       INTERRUPT:
```

The STARS-generated TC 170 payment will show on the Billing Agency's document on the Document File.

Billing Agency's Document File after $409.60 posting

```
VERSION 3.1              STARS--DOCUMENT FILE RECORD INQUIRY
S064


AGENCY: 140 DOC NO: CSC00715 01   BFY: 00


CM: X PM:   CP:   PP:   PY:          CUM: X ACTV:


INDEX: 4501 DEPT: 140 DIV: 40 BUR: 45 SEC:     UNIT:    GL ACCT: 1502
EXP SUBOBJECT/DET:       REV SUBOBJECT/DET: 1545   SUBSID: 2300201
FUNC: 40 ACT:    PROG:      ELEM:    PCA-1:      PCA: 02040 PCA TYPE: 1
PROJ:          GRANT:       LOC:      FAC:      TASK:    SEC AGCY:
230
BUDGET UNIT: SCDA ENACT YR: 00 FUND/DTL: 0480   MULTIPURPOSE:
VENDOR:            VENDOR NAME:
INDICATORS: 1 1 1 1 0 0    1 D
DOC DATE: 110199 CREATE DATE: 110299 CLOSE DATE:      DUE DATE:


ORIGINAL AMOUNT               309.60  ADJUSTMENTS                0.00
LIQUIDATIONS                  409.60- COLLECTNS/PYMENTS        409.60
INTEREST/DISCOUNTS              0.00  RETENTIONS                 0.00


                        BALANCE        100.00-
```

The billing agency should not refund the paying agency. Instead, they should request the
paying agency to use a TC 240R to clear the overpayment.

The paying agency would use TC 240R with the same information as the original
payment, but use the amount of $100.00 to clear the credit.

Paying agency reverses $100.00 overpayment with a TC 240R

```
VERSION 3.1          STARS--GENERAL PURPOSE TRANSACTION ENTRY
S501
BATCH: AGY 230 DATE 11041999 TYPE 5 NO 051 MODE MASTER EDIT ONLY  SEQ-NO
00002


CUR-DOC/SFX: PAYIAB00 01 TRANS-CODE: 240      RVS: R   DISB-METH:
REF-DOC/SFX:             MOD:          BFY: 00   GAAP IND:
INDEX    :                   SEC AGENCY: 140
PCA     : 03101               SUBSID: 1400000 PCN:
EXP-SUB-OBJ/DET: 5241
REV-SUBOBJ/DET:
AMOUNT   : 100.00         WARR-NO:          BU:      GLA:
DOC TOTAL: 0000000000.00      PROP#:        CMP#:        CI:
INV-NO : CSC0071501    INV-DESC :
VEND-NO: 826000952 00     NAME  :
                NAME 2:
                ADDR  :
                CITY  :          STATE:    ZIP:
GRANT/PH:       PROJ/PH:       FUND/DET:       F/O:
   MPC:          LOC:          FAC:        TSK:
```

The STARS- generated $100.00 TC 170R payment combines with the $409.60 and shows on the Billing Agency's document on the Document File.

```
VERSION 3.1            STARS--DOCUMENT FILE RECORD INQUIRY
S064

AGENCY: 140 DOC NO: CSC00715 01   BFY: 00

CM: X PM:   CP:   PP:   PY:          CUM: X ACTV:

INDEX: 4501 DEPT: 140 DIV: 40 BUR: 45 SEC:     UNIT:    GL ACCT: 1502
EXP SUBOBJECT/DET:        REV SUBOBJECT/DET: 1545    SUBSID: 2300201
FUNC: 40 ACT:    PROG:     ELEM:    PCA-1:     PCA: 02040 PCA TYPE: 1
PROJ:          GRANT:         LOC:       FAC:       TASK:    SEC AGCY:
230
BUDGET UNIT: SCDA ENACT YR: 00 FUND/DTL: 0480    MULTIPURPOSE:
VENDOR:            VENDOR NAME:
INDICATORS: 1 1 1 1 0 0    1 D
DOC DATE: 110199 CREATE DATE: 110299 CLOSE DATE:        DUE DATE:

ORIGINAL AMOUNT              309.60  ADJUSTMENTS             0.00
LIQUIDATIONS                309.60- COLLECTNS/PYMENTS      309.60
INTEREST/DISCOUNTS            0.00  RETENTIONS              0.00

                BALANCE          0.00
```

Scenario #5

YOU PAID THE WRONG INVOICE NUMBER

If you paid the wrong invoice number, use TC 240R with identical information as the incorrect original transaction, including the amount. Then use TC 240 using the correct invoice number. This will eliminate the need of the billing agency to move the payment between documents with the TCs 170/170R.

If you believe your invoice information is correct, contact the billing agency to have them verify the information on the Document File. You can also request a STARS DAFR2410 report from the State Controller's Office to confirm the PAY INVOICE NUMBER SFX column. If there is a discrepancy between Form IAB and DAFR2410, contact the billing agency to determine the correct invoice number.

Scenario #6

YOU NEED TO CLEAN UP OUTSTANDING PAYABLES AT YEAR-END

If you have an overpayment at year-end, follow the same instructions as Scenario #4. If you show a posting to a wrong invoice number, follow the same instructions as Scenario #5.

- The billing agency can monitor outstanding receivables (including overpayments) by reviewing the DAFR0139 Report. The paying agency can monitor outstanding payables (including overpayments) by reviewing the DAFR2410 Report.

- If you post a payment to a Prior Year encumbrance in error, you cannot do an adjustment to the encumbrance. You should make a notation with your encumbrance information to document the amount you posted in error which should be for current year. You may want to correct this with your next payment against this encumbrance. To correct, you will have to split your next payment you plan to post to this encumbrance. Post an amount to equal the amount posted in error to current year with a TC 230 instead of to the encumbrance. Post the balance of the payment by doing your normal TC 241. If you just need to correct a vendor number, use a TC 27A/27B combination instead of the TC 241.

PRIOR YEAR ENCUMBRANCE PAID IN ERROR

If you post a payment to a Prior Year encumbrance in error, you cannot do an adjustment to the encumbrance. Make a note with your encumbrance information of the amount you posted in error which should be for current year. You may want to correct this with your next payment against this encumbrance.

To correct this, split the next payment that you plan to post to this encumbrance. Post an amount equal to the amount posted in error to current year with a TC 230 instead of to the encumbrance. Post the balance of the payment by using your normal TC 241.

If you need to correct just a vendor number, use a TC 230/230R combination instead of the TC 241.